



United States Bankruptcy Court for the District of Columbia

October 22, 2003

MEMORANDUM TO: Attorneys for Debtors, Creditors and Trustees

SUBJECT: E-Mail Notification of Filing

With the implementation of electronic case management, we now have the capability to notify you by e-mail that a paper has been filed in your case or in a case of interest to you. Please note that this does not mean that you will be able to file electronically. It does mean that once we set up your e-mail account in our system:

- you will automatically receive e-mail notification of each document filed when it is docketed by a case administrator
- you will have one free opportunity to look at the actual document by clicking on the hyperlink to the document in the e-mail
- you will be able to exercise that one free opportunity either when you first open the e-mail or when you open it again later, but not both times
- additional viewings of the document will be charged to your PACER account and will be possible only if you have a PACER account

To receive e-mail notification of filing, you must fill out and return the attached form (Request to Receive Electronic Notification of Filing). Please note the following before filling out the form:

- in each case in which you are an attorney of record or otherwise in our database as being entitled to notice as to some aspect of the case, and in each adversary proceeding in which you are attorney of record, once your executed Request has been processed, you will receive e-mail notification of all documents subsequently filed in the case or adversary proceeding¹

¹For example, if you are an attorney of record for a creditor on a lift-stay motion in a case, or are otherwise on the mailing matrix for the case, you will receive e-mail notification of all documents filed in that case, not just the notification of documents relating to the lift-stay motion. However, that would not trigger notification of documents filed in adversary proceedings filed in the case.

- you may also elect to receive notification in other cases or adversary proceedings of interest to you; there is a space on the request form to make such selections
- if you wish to receive notification of filing in an adversary proceeding in which you are not an attorney of record, you must provide the adversary proceeding number; if you provide only the related bankruptcy case number, that will **not** lead to your receiving notification of docket activity in the adversary proceeding
- there are two methods of receiving notification: 1) e-mail notification of every docket event in the cases you specify on the form **as they are docketed throughout the day (multiple e-mails)** or 2) a single e-mail transmitted at the end of the day containing a daily summary of all docket activity in all the cases specified on your request form (one daily e-mail); please note that if you choose to receive individual notification of each docketed event, e-mail management may become a challenge for you especially if you are involved in several active cases; go to:
 “http://www.dcb.uscourts.gov/pdf_files/daily_summary.pdf”
 to see an example of what a daily summary report looks like
- if you later decide to revoke your request for electronic notification of filing (by praecipe only), removing your e-mail account from the electronic case management system may take two weeks from the day the Clerk’s Office receives your written notice; you may not change your electronic notification preference on a regular basis

If you have any further questions regarding the electronic notification of filing or if you need assistance in filling out the form, please call the CM/ECF Help Desk at (202) 565-2506 or send an e-mail to enotification@dcb.uscourts.gov. Please use this phone number and e-mail address **only** for questions regarding e-mail notification.

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF COLUMBIA
REQUEST TO RECEIVE ELECTRONIC NOTIFICATION OF FILING

NAME*: _____

FIRM NAME: _____

DISTRICT OF COLUMBIA BAR ID # (if applicable): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX#: _____

E-MAIL ADDRESS (primary e-mail address): _____

SEND NOTIFICATIONS TO THESE ADDITIONAL E-MAIL ADDRESSES:

I would like to receive electronic notification in the following cases:

☐ All cases and proceedings in which I am entitled to notice

☐ The following additional cases or adversary proceedings (notification of all docket activity in each):

SEND NOTIFICATION (check one): ☐ of Each Filing ☐ Daily Summary

SEND ELECTRONIC NOTIFICATION IN THE FOLLOWING FORMAT (check one):

☐ HTML, with hyperlinks to documents in PDF format

☐ Text format, without hyperlinks and with documents not available in PDF format

REQUESTING TO RECEIVE ELECTRONIC NOTIFICATION OF FILING CONSTITUTES:

Waiver of the right to receive notice from the clerk by first class mail, when the requestor would otherwise be entitled to such mailed notice, and consent to receive notice electronically. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment, contested matters, applications, and other proceedings (in all bankruptcy cases in this court) in which the requestor is counsel of record for a party, or has filed a request to receive notices.

I have read the Memorandum dated October 22, 2003 regarding E-mail Notification of Filing and understand that recreation of this Request may take as long as two weeks to be given effect.

Signature

Date

PLEASE RETURN TO:

U. S. Bankruptcy Court for the District of Columbia
ATTN: Brenda Esteves
Room 4400 E. Barrett Prettyman U. S. Courthouse
333 Constitution Avenue, NW
Washington, DC 20001

*If you change your name, a new request form must be filed in order to be effective.